



# Job Opportunity

## State Controller's Office

**Position:** Office Technician (General)

Statewide

**Location:** Administration and Disbursements Division  
3301 C Street, Sacramento, CA 95816

**Issue Date:** January 4, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Kathy Pesut, (916) 445-4604

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service:** 1-800-735-2929

**Position Number(s):** 051-140-1138-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With direct supervision provided by an Office Service Supervisor II, exercising a high degree of initiative and independent judgment, replace all damaged warrants, process stop payment requests, and assist with processing redeposit warrants. Duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Monitor and replace damaged warrants: organize damaged warrants and damage sheets in warrant number order to facilitate replacement and reconciliation process. Complete work order;
- Replace damaged warrants. Verify replacement warrants against original damaged warrants. Review the warrant data for accuracy and verify returned damaged warrant detail. Record replacement warrant number on the original damaged warrant;
- Reconcile warrants damaged in Computer Operations and replaced in the Post Issuance Unit. Route damage sheets to the Computer Operations Unit;
- Perform the final damaged warrant disposition as required;
- Route original damaged warrant for storage disposition;
- Process stop payment requests: evaluate Requests for Duplicate Controller's Warrant/Stop Payment (STD-435), Proof of Lost or Destroyed Payroll Warrant (CD113A and CD113B), and In-Home Supportive Services Request for Void/Stop Payment (IHSS Listings) for discrepancies;
- Using the Bank Reconciliation System verify status of warrants. Verify the data of outstanding warrants; ensure information on the request for stop payment matches information on bank reconciliation system. Determine if a stop payment can be placed;
- Retrieve photocopies of paid warrants using Advanced Financial Solutions (AFS) Image Depot Workstation;
- Assist with processing warrants for redeposit: independently verify warrants and listings. Organize



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warrants into multiple accounts and process for deposit into appropriate account. Log, key, and print remittances for deposits;

- Assemble remittance advices and warrants for disbursing. Forward remittance advices to state agencies and other entities. File back-up copies;
- Prepare daily in-progress and completed work statistical reports for replacement warrants, stop payments processed, photocopies retrieved, and warrants processed for redeposit;
- Answer incoming telephone calls. Communicate effectively with the public and staff from other state agencies concerning laws, rules, and regulations governing the re-issuance of warrants and regarding warrant redeposit status;
- Assist in other Disbursements units when the workload of the division requires meeting deadlines.

***Applications will be screened and only the most qualified will be interviewed***

### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

#### **State Controller's Office**

Administration and Disbursements Division

P. O. Box 942850

Sacramento, CA 94250-5871

Attn: Kathy Pesut

Reference Number: 1733-003

Must indicate this reference number on the front page of the Employment Application (STD 678) in the box marked "Examination or Job Title for which you are applying".